

NEVADA

ALTERNATE ASSESSMENT



Test Coordinator's Manual

Grades 3-8 and 11

2015-2016

Supplement to *Test Security Procedures, 2015-2016*

**For use with reference ONLY to the
Nevada Alternate Assessment
in Reading, Mathematics, Science, and Writing**

**Dr. Steve Canavero, Superintendent of Public Instruction
Office of Assessment, Data, and Accountability Management
(775) 687-9194**

Nevada's testing vendor is Data Recognition Corporation (DRC).

For customer support, please contact DRC between the hours of 7:30 AM–4:30 PM Pacific.

NVhelpdesk@datarecognitioncorp.com

1-866-588-4978

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Portions of this work were published in previous editions.

Printed in the United States of America.

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Introduction and Overview

The instructions contained in this manual are a supplement to the *Test Security Procedures 2015-2016*. This manual provides instructions that district test directors and school test coordinators throughout the state must follow before, during, and after administration of the Nevada Alternate Assessment (NAA) in Reading, Mathematics, Science, and Writing.

All district test directors and school test coordinators must be familiar with the information included in the *Test Security Procedures 2015-2016*.

The information in the *Test Security Procedures 2015-2016*, this *Test Coordinator's Manual*, and the *Test Administrator's Manual* for the Nevada Alternate Assessment will provide the information necessary to train the test administrators in each school according to the policies and procedures mandated by Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC). Any questions on test administration or test security procedures should be directed to your local district test director.

There are also instructions/scripts in the Nevada Alternate Assessment Test Booklets provided by the Department of Education that must be read to students to ensure fairness and accuracy during testing. These instructions/scripts may only be changed in accordance with the "Accommodations and Criteria for Use" section of the *Test Administrator's Manual*.

School District Personnel Responsible for Testing

The following school district personnel have direct responsibilities for the administration of the NAA test:

- District Test Director (DTD)
- School Test Coordinator (STC)
- Test Administrator – The student's special education teacher should administer the Nevada Alternate Assessment. If this is not possible, the assessment administrator must be a certified teacher or other licensed professional who has worked extensively with the student and is **trained in the assessment procedures**.

More information on the specific roles and responsibilities for each of these individuals is available in the "Introduction and Overview" section of the *Test Security Procedures 2015-2016*.

School Test Coordinator's Responsibilities

The school test coordinator has many responsibilities before, during, and after the scheduled test administration to guarantee the integrity of the test administration and the security of testing materials. The school test coordinator may be the principal or a person delegated by the principal to handle the testing responsibilities. In either case, the principal is ultimately responsible for testing at the school.

Detailed information on the required training procedures is available in the *Test Security Procedures 2015-2016*, "Training Requirements" section.

Before Testing

- _____ Carefully read this *Test Coordinator's Manual* as well as the *Test Security Procedures 2015-2016*; the *Test Administrator's Manual* for the NAA in Reading, Mathematics, Science, and Writing; and any local district directions provided for administering the assessment. If you need further direction, contact your district test director.
- _____ Ensure that all teachers have attended the training session for test administrators following the processes outlined in the *Test Security Procedures 2015-2016*. Training must involve the review of instruction for test security and individual responsibilities such as distributing and collecting materials, completing demographic information on Student Answer Documents, and monitoring to make certain that each student is testing with fidelity. **Keep copies of the training materials and attendance sign-in logs.**
- _____ Order any needed special request materials (e.g. One-Sided Student Response Booklets, Standardized Graphic/Picture Description Scripts, or Braille Translations of Independent Reading Passages).
- _____ Check your district testing schedule for the specific test window associated with the NAA.
- _____ Determine the best testing location for each student participating in the NAA.
- _____ **Upon receipt of testing materials, immediately verify that you have received the correct number of grade-specific test material kits (containing Test Booklets, Student Response Booklets, and applicable cutouts) and generic Student Answer Documents. You should receive a ratio of one grade-specific test material kit for every three students in that grade. You should receive a Student Answer Document for every student being assessed. Also verify that any special request materials that were ordered have been received.**
- _____ **Order any extra materials needed as soon as possible.**

- _____ Provide locked storage for all secure testing materials before and after testing sessions. **Due to the length of the testing window, secured storage may be in the test administrator's classroom or some other location that is convenient for the test administrator to access daily.**
- _____ Make certain that procedures are in place to guarantee that hand-bubbled student demographic data will be completed accurately on the Student Answer Documents. For those Student Answer Documents with student ID labels, the information Did Not Participate (DNP) and Invalidation (INV) must be bubbled, as applicable.
- _____ Develop an orderly, documented process to transfer secure testing materials each time the testing materials move from one person to another.

During Testing

- _____ Provide test administrators with your school and district codes.
- _____ Use the documented process for transferring secure testing materials to distribute them at the start of the testing window to the test administrators.
- _____ Monitor test administration by periodically observing the test administrator giving the assessment.
- _____ Use the documented process for transfer of secure testing materials to collect them no later than the end of the testing window from the test administrators. Ensure that **all** test materials have been collected. These materials include the grade specific Test Booklets, the grade specific Student Response Booklets, any special request materials, the optional Student Response Collection Sheets, and the Student Answer Documents.

After Testing

- _____ Review and check name identifiers, and the demographic information on the Student Answer Documents to make certain that information is accurate. District and school information must be complete to guarantee the timely return of scores. **Please note:** Filling out information on a Student Answer Document that includes a student label will not correct information on the label. To correct any demographic information on the affixed student ID label, contact your school or district's student information data coordinator.
- _____ **Review ALL videos contained on the video discs/USB flash drives according to district policy to ensure that they are in good working order.** Prepare Student Answer Documents and video discs/USB flash drives for shipping as instructed by Data Recognition Corporation and your District Test Director (DTD).
- _____ Verify that the number of documents being submitted for scoring matches the number of students that were scheduled to test on the NAA.

- _____ For all Student Answer Documents to be voided, apply a Do Not Score label to each one.
- _____ Immediately report any irregularities in test administration or test security to your DTD.

Test Administration Procedures and Security

Test Administration Window/Date

Testing must occur during the test window associated with the NAA (see below). Consult your district testing calendar for more specific dates.

Important Dates – NAA Timeline

| | |
|--|--------------------------------------|
| Special Request Materials Order Window Special Request Materials Include: <ul style="list-style-type: none">▪ One-Sided Student Response Booklet Kits▪ Standardized Graphic/Picture Description Scripts▪ Braille Independent Reading Passages | November 4, 2015 – November 30, 2015 |
| Materials Arrive to District/School | February 23, 2016 |
| Additional Materials Order Window Via Phone or Online | February 23, 2016 – May 27, 2016 |
| Test Administration Window | March 1, 2016 – May 31, 2016 |
| Last Day for Student to Enroll in District and be Required to Test on the NAA | April 20, 2016 |
| UPS Pickup Window* | March 14, 2016 – June 2, 2016 |
| Last Day for UPS Pickup | June 2, 2016 |

*Districts are encouraged to return materials to Data Recognition Corporation as soon as testing is completed within the district.

Time Requirements

The NAA is intended to measure student proficiency rather than speed. Students who are working productively must be given time to complete the test.

The students participating in the NAA may require multiple testing sessions to complete each content area assessed. Test administrators should be aware of student fatigue and physical/emotional issues and plan testing sessions accordingly.

When stopping a session of the assessment, it is recommended that the session end after the student has completed an item set rather than between items within the set. When resuming the assessment, any item that has already been administered

may not be repeated. Test administrators must pick up the assessment at the point where it was stopped during the previous administration.

Who Tests?

Individualized Education Plan (IEP) teams are responsible for determining whether students with disabilities will participate in the alternate assessment. The IEP team should consider the student's present level of educational performance in reference to the Nevada Academic Content Standards. In order to facilitate informed and equitable decision making, IEP teams must answer each of the following questions when determining whether or not a student should participate in the Nevada Alternate Assessment. If the IEP team determines that **all six of the following questions** accurately characterize a student's current educational situation, then the **Nevada Alternate Assessment** should be used to provide a meaningful evaluation of the student's current academic achievement. If "yes" is not indicated in all six areas, then the student should participate in the general assessment with or without accommodations.

| Questions to Guide the Decision-Making Process to Determine Whether a Student Participates in the Nevada Alternate Assessment | YES | NO |
|--|-----|----|
| 1. Is the student receiving services under the Individuals with Disabilities Education Act (IDEA) through a current IEP? | | |
| 2. Does the student demonstrate cognitive ability and adaptive behavior that limits full participation in the general education curriculum and state-wide assessments even with supplementary aids, accommodations, and modifications? | | |
| 3. Does the student require substantial modifications, adaptations, or supports to meaningfully access the grade-level content? | | |
| 4. Does the student require intensive instruction to acquire, maintain, and generalize skills necessary for application in school, home, work, and community settings? | | |
| 5. Is the student's level of educational performance not primarily the result of specific learning disabilities; social, cultural, economic or language differences; visual or auditory impairments; emotional-behavioral disabilities; or excessive or extended absences unrelated to the student's disabilities? | | |
| 6. Has the IEP team informed the parent/guardian of the consequences of the student participating in the Nevada Alternate Assessment (e.g., modified diploma vs. standard diploma) and of being judged against alternate achievement standards? | | |

The documentation of participation in state-wide assessments must be addressed as described in the July 1, 2006 revision of the Nevada State Mandated IEP. The IEP

team is required to document whether the student requires participation in each state assessment for the period of the annual review (e.g., for a grade 5 student to be assessed with the NAA, the documentation must be provided for any state-wide assessments, as well as any district-wide assessment).

ALL STUDENTS WHO ARE ENROLLED IN THE DISTRICT BY APRIL 20, 2016 AND WHO MEET THE NAA PARTICIPATION CRITERIA MUST BE ASSESSED.

Students should be assessed at the grade level in which they are enrolled and coded in the school's student data information system and their results will be reported accordingly for accountability purposes. For example, a student participating in a fifth grade classroom, and who is coded as a fifth grader in the school's student information system, would be expected to be assessed using the fifth grade NAA, regardless of their chronological age.

The NAA is administered to a student only one time during high school, in the student's eleventh grade year. Therefore, a student eligible to take the alternate assessment and enrolled as an eleventh grader should be assessed with the NAA. However, a student enrolled in a tenth grade classroom and coded as a tenth grader in the school's student information system would not be assessed with the NAA until that student is coded as an eleventh grader in the student information system.

Student Transience During the NAA Administration Window

When a student transfers to a different school during the NAA testing window, apply the following procedures.

If testing has not yet begun:

Original School

1. If the grade-specific test materials kit (containing the Test Booklet, Student Response Booklets, and applicable cutouts) is not needed for any other students assessing at the school, send the test materials kit to the student's new school. Prior to sending any materials to the student's new school, be sure to note the barcodes of the materials sent. If the grade-specific test materials kit is needed for another student, retain the kit at your school.
2. Send the student's blank Student Answer Document and envelopes.
3. At the end of testing, any transferred materials must be noted on the Online Principal Certification Form (Materials Accountability Form) as being transferred to the student's new school.

New School

1. If you have a student transfer from another Nevada school and their original school needed to retain their materials and you do not already have the necessary grade-specific test materials at your school, then contact the Nevada Service Center at Data Recognition Corporation.
2. Upon receipt of the testing materials, the test administrator at the new school will need to bubble in the student demographic information on the front of the Student Answer Document.
3. Follow the return of materials procedures outlined in this manual. The Test Booklet, Student Response Booklets, testing video files (saved to CDs, DVDs, or a USB flash drive), optional Student Response Collection Sheet, and the completed Student Answer Document should be returned to Data Recognition Corporation in the same manner as rest of the assessments from the school.
4. At the end of testing, any materials received for transfer students must be noted as such on the Online Principal Certification Form (Materials Accountability Form).

If testing has begun:

Original School

1. If the grade-specific test materials kit (containing the Test Booklet, Student Response Booklets, and applicable cutouts) is not needed for any other students assessing at the school, send the test materials kit to the student's new school. Prior to sending the materials, be sure to note the barcodes of the materials sent to the student's new school. If the grade-specific test materials kit is needed for another student, retain the kit at your school.
2. Collect the student's optional Student Response Collection Sheet, partially completed Student Answer Document, and envelopes to send to the student's new school. Also send the CDs, DVDs or USB flash drive containing the student's testing video files to the new school.
3. At the end of testing, any transferred materials must be noted on the Online Principal Certification Form (Materials Accountability Form) as being transferred to the student's new school.

New School

1. If you have a student transfer from another Nevada school and their original school needed to retain their materials and you do not already have the necessary grade-specific test materials at your school, then contact the Nevada Help Desk at Data Recognition Corporation.
2. The test administrator will determine from the video files where previous testing stopped, and begin the assessment at that point. **Note:** The test administrator **must** ensure that the transfer of scores onto the student's

answer document is accurate and reflects the point at which the test administrator began the assessment.

3. Follow the return of materials procedures outlined in this manual. The Test Booklet, Student Response Booklets testing video files (saved to CDs, DVDs, or a USB flash drive), optional Student Response Collection Sheets, and completed Student Answer Documents should be returned to Data Recognition Corporation in the same manner as rest of the assessments from the school.
4. At the end of testing, any materials received for transfer students must be noted as such on the Online Principal Certification Form (Materials Accountability Form).

Test Security Training

The school test coordinator is responsible for planning and implementing the training session for all individuals involved in the administration of the NAA. Training must involve reviewing the instructions for test security as well as individual responsibilities such as distributing and collecting materials, completing demographic information on Student Answer Documents, and monitoring to make certain that each student is tested with fidelity.

Detailed information on the required training procedures is available in the "Test Security" and "Training Requirements" sections of the *Test Security Procedures 2015-2016*.

Administration Procedures

School test coordinators and test administrators should read and understand the administration procedures thoroughly before testing begins. Adherence to these procedures will ensure uniformly favorable testing conditions.

Helping Students: The test administrator must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond those necessary accommodations required to provide access to the assessment. School officials/personnel who offer/provide inappropriate assistance to students can face severe consequences, including suspension or revocation of their teaching licenses (NRS 391.330).

Cheating: Any instances of cheating must be handled in a manner consistent with district and school policies. Student Answer Documents for students who cheat must be submitted as invalidated tests. All instances of cheating require the school test coordinator to submit a Report of Testing Irregularity form.

Security of Testing Materials: Test administrators are responsible for collecting all test materials at the end of the testing window and returning the materials as instructed to the test coordinator. Test materials that are to be returned to the test coordinator include the grade level Test Booklet, the Student Response Booklets, the optional Student Response Collection Sheets, Student Answer Document, testing video files (saved to CDs, DVDs, or USB flash drives), and any special order materials that were required to administer an assessment. **A copy of all student testing videos should be kept at the school in a secure location until September 30th of the testing year.**

Appropriate Testing Environment

Test administrators are to create an appropriate testing environment for each student taking the test.

All students should have the opportunity to test under the same conditions. The Nevada Department of Education recommends that assessment administration sessions occur during the student's optimal learning time.

Students may only use the materials and/or supplies that are specified in this manual or provided with the Test Booklet for a specific test and grade level. Any adaptations or modifications must fall within the guidelines specified in the "Accommodations and Criteria for Use" section of the *Test Administrator's Manual* for the NAA.

Test administrators should arrange to have the permissible materials available for each student to use during the testing session.

There are instructions/scripts in the Nevada Alternate Assessment Test Booklets provided by the Department of Education that must be read to students to ensure fairness and accuracy during testing. These instructions/scripts may only be changed in accordance with the "Accommodations and Criteria for Use" section of the *Test Administrator's Manual* for the NAA.

Prior to and during testing, the test administrator must follow the script provided in the Test Booklet, or if utilized as an assessment accommodation, the Standardized Graphic/Picture Description Script or the Braille Translation of the Independent Reading Passages. He or she cannot provide additional assistance or direct the student's attention to any materials in the room for the purpose of enhancing test performance. However, the test administrator **may** provide additional assistance to direct the student's attention to the testing materials as specified in the administration manual.

The NAA is designed to be administered in a one-on-one setting.

Accommodations for Students Participating in the NAA

The Nevada Alternate Assessment is designed to allow maximum access to students with significant cognitive disabilities. Traditional “accommodations” such as adapting the presentation mode or response mode and providing a flexible setting and schedule are already embedded in the standard administration of this assessment. However, some students may require additional accommodations to gain access to the assessment. Additional accommodations are available to allow assistive technology devices to be used by students with visual impairments, students with hearing impairments, and/or students with limited physical ability and/or mobility, and Limited English Proficiency (LEP) students. All accommodations used during the administration of the assessment should align with what the student uses on a daily basis during classroom instruction. All the allowable accommodations are found in the administration manual.

Permissible Materials for Use by Students During Testing

Calculators, number lines, generic counters, and/or scratch paper and pencils may be set out on the work surface for the student to use with any mathematics item. However, it is important to only place these tools on the work surface if the student uses them during instruction in mathematics.

If requested and supported in the student’s IEP, the Braille Translation of the Independent Reading Passages can be used for the independent reading items.

Testing Irregularities

Test administrators should immediately report any testing irregularities to their school test coordinator. A testing irregularity is any occurrence that may influence a student’s performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed cheating during a testing session.
- A teacher or another adult provides improper assistance to a student.
- Testing accommodations specified in a student’s IEP are not provided.
- A Test Booklet, Student Response Booklet, or used Student Answer Document is missing.
- An unused/unassigned Test Booklet, Student Response Booklet, or Student Answer Document is missing.
- Pages from a One-Sided Student Response Booklet are missing.
- A Standardized Graphic/Picture Description Script is missing.
- A Braille Translation of Independent Reading Passages booklet is missing.

Invalidation of Test Scores

Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores. Students with invalidated scores resulting from a test administration or test security irregularity **will** be counted as participating in the assessment; however, they will be counted as non-proficient and be factored into a school's performance as determined by the Nevada School Performance Framework.

To indicate that a student's test score is invalidated, the test coordinator should fill in the bubble next to the invalidated content area in the INVALIDATION area on the cover of the student's Answer Document. **Only the test coordinator has the authority to invalidate an assessment.**

STUDENT ANSWER DOCUMENTS FOR ABSENT STUDENTS MUST NEVER BE INVALIDATED.

Handling of Test Materials

Test administrators must sign out and sign in each test materials packet at the start and end of the test administration window for each student being assessed. A School Security Checklist has been provided to assist in this process.

The school test coordinator will provide test administrators with the following testing materials:

- Grade Level Test Booklets
- Student Response Booklets for each content area tested at each grade level
- Student Answer Documents (Note: There should only be a single Student Answer Document per student for the NAA.)
- Any required special request materials (One-sided Student Response Booklets, Standardized Graphic/Picture Description Scripts, or Braille Translations of Independent Reading Passages).

Test Security

The following steps must be taken by school district and individual school personnel to safeguard the security of materials required for test administration:

1. Locked, secure storage **must** be provided for all secure test materials, including Test Booklets, Student Response Booklets, auxiliary materials (such as cutout cards, Standardized Graphic/Picture Description Scripts, and One-

Sided Student Response Booklets), optional Student Response Collection Sheets, completed Student Answer Documents, and student testing video files (saved to CDs, DVDs or USB flash drives).

2. The locked room or file cabinet used to store materials must not be accessible to anyone other than the principal, school test coordinator, or test administrator.
3. Test Booklets and Student Response Booklets must not be distributed to those administering the examination until the prescribed window for test administration has opened.
4. Do **NOT** copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**
5. Test Booklets and Student Response Booklets must not be copied or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education.
6. Administration of the NAA examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content (NRS 389.015).
7. **A log identifying the serial numbers of Test Booklets and Student Response Booklets must be maintained for each transfer of materials from one individual to another.**
8. At no time should students be left unattended with test materials.
9. All required materials must be provided at the testing location.
10. Additional materials, beyond those specified in the test administration instructions or approved by an IEP team, must not be provided for students to use during a test administration.
11. The test administrator must account for all test materials, including Test Booklets, Student Response Booklets, optional Student Response Collection Sheets, Student Answer Documents, testing video files (saved to CDs, DVDs, or USB flash drives), and any special request materials used for the examination.
12. Upon completion of testing, test administrators must return all testing materials to the school test coordinator in a timely manner but no later than the end of the testing window. Materials to be returned include the Test Booklets, Student Response Booklets, optional Student Response Collection Sheets, Student Answer Documents, testing video files (saved to CDs, DVDs or USB flash drives), and any special request materials (One-Sided Response Booklets, Standardized Graphic/Picture Description Scripts, or Braille Translations of the Independent Reading Passages).

Instructions for the Receipt, Inventory, and Distribution of Test Materials

The Nevada Department of Education will provide, through Data Recognition Corporation, test materials for the NAA. These materials will be shipped either directly to the schools or to the districts, as determined by district policy, in separate secure shipments for each program, by grade and school based on the enrollment information provided by each school/district.

The school test coordinator should immediately inventory all test materials upon receipt. Each school with students taking the NAA should receive at least one box of testing materials. Each box will be labeled “NAA Test Materials.” If the total number of boxes indicated has not been received two days after receiving the initial shipment, contact the **Nevada Help Desk** at Data Recognition Corporation at **1-866-588-4978**.

Use the Administrative Forms provided to inventory the contents of each box. Use the **School Security Checklist to verify the secure Test Booklets, Student Response Booklets, and special request materials received in your shipment.** You should receive one grade-specific test materials kit for every three students in each grade. You should receive a Student Answer Document for every student being assessed. Compare the individual bar code numbers on the front of the test materials you received with the School Security Checklist to verify the unique test materials assigned to your school. Confirm or correct the numbers on the checklist to accurately reflect the actual numbers you received.

Also, check the quantities of non-secure test materials received against the Packing Slip and against the quantity of materials actually necessary for testing. Make an item-by-item note of any shortages. If any shortages are noted, immediately contact Data Recognition Corporation to request additional materials. Remember it is only necessary to be concerned with a **shortage** of materials.

The School Security Checklist is provided for the school test coordinator to log out and log in test materials to the test administrators in their school during the test administration window. The test administrator must sign and date on the line beside each test security number received. The school test coordinator must verify the return of all secure test materials by signing and dating on the line beside each test security number that is returned. If additional materials are needed in a school due to a change in enrollment, document the use of these materials on the School Security Checklist by entering the corresponding security numbers of the materials received.

Use the boxes in which the materials were received to return Test Booklets, Student Response Booklets, and other materials such as optional Student Response

Collection Sheets, cut outs, or special request materials to Data Recognition Corporation.

Ordering Special Request Materials

The order window for **One-Sided Student Response Booklets, Standardized Graphic/Picture Description Scripts, and Braille Translations of Independent Reading Passages** is November 4, 2015 – November 30, 2015. If you have not yet ordered, but still require these materials, you must contact Julie Bowers immediately. Documentation must be provided to show that the use of these materials align with what the student uses during classroom instruction.

Orders for all Special Materials **must** be made through Julie Bowers at the Nevada Department of Education (jabowers@doe.nv.gov or 1-775-687-9137).

Ordering Additional Materials – February 23–May 27, 2016

If you are missing any materials listed on the packing list or if you need any additional testing materials, use the following instructions to order additional materials from Data Recognition Corporation (DRC).

Additional materials must be requested through eDIRECT at <https://nv.drcdirect.com>. After logging in to eDIRECT, click on Additional Materials under the Materials tab on the left menu. Select the appropriate Administration and then District and School. Click the Add Order button to see the materials available to order. Fill in the amount of materials needed in the Request Quantity box, then click the Submit button. When ordering additional materials, please enter the exact number needed. DRC will determine final counts and pack sizes.

Remember to order as soon as possible to ensure proper delivery. Data Recognition Corporation will work with you to get the materials to you in an appropriate timeframe. **Orders must be placed by 12:00 noon Pacific Standard Time** (2:00 p.m. Central Standard Time) for action to begin on the order the same day.

For assistance with the ordering process, please contact DRC's Nevada Service Center toll free at 1-866-588-4978 or via email at NVhelpdesk@datarecognitioncorp.com.

Instructions for a Final Check of Student Answer Document Coding

The Student Answer Document is used for official scoring and includes a student ID label indicating the student's name, school, district, identification number, and grade level. The demographic section of the Student Answer Document should only be filled in when no student label exists for a student. Filling out information on a Student Answer Document that has a student ID label will not correct information on the label. To correct any incorrect demographic information, apply a district/school barcode label and hand bubble all student information on the answer document.

Overview of Barcode Labels:

Student Precode Labels, District/School Labels, and Do Not Score Labels will be provided for use on all 2016 NAA answer documents. The labels are intended to increase the accuracy of information collected from the booklets.

DRC's booklet receiving system is driven by barcodes. Barcodes help DRC identify and sort documents for processing. The four types of barcodes are:

BLANK—DRC has preprinted a "blank" barcode on the cover of every answer booklet. A "blank" barcode indicates that the document has not been used and should not be processed.

PRE-ID—DRC uses data received from NDE to produce Student Pre-ID Labels. The labels contain barcodes that indicate the answer document should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to hand bubble the student's name, birth date, and Student Number.

DISTRICT/SCHOOL—If a student does not have a Student Pre-ID Label, school personnel must use a District/School Label and hand bubble all student information on the answer booklet. The labels contain barcodes with district/school-specific information that indicates the document should be processed and scored for the student whose information is bubbled on the answer document.

DO NOT SCORE—These labels contain barcodes that indicate the answer booklets should NOT be processed. Answer booklets that have a Do Not Score Label will be handled as if they are blank.

Student Demographic Information

The front of the Student Answer Document captures student demographic information. Complete the following fields **only if there is no student label**:

Student Name: The student's legal first and last names with the middle initial (if known) must be used on the answer document. Do not leave this information blank. There are boxes for the first 11 letters of the student's last name and 8 letters of the first name. No nicknames or shortened versions of the legal name may be used. There should be no punctuation such as hyphens or apostrophes used in the name fields. For example, if a student's last name is "O'Connor," bubble "OCONNOR" on the answer document. If a student's last name is "Smith-Jones," then "SMITHJONES" should be bubbled on the answer document.

Birth Date: Provide the month, day, and year of the student's date of birth.

School Code: Provide the five-digit district and school code for the district and school where the student currently attends. The school code is made up of the two-digit district and three-digit school state testing codes. For example, in district 33 at school 123 the school code is 33123.

Student Number: Provide the student's district ID number. The Student Number grid has space for nine digits. If the student's ID number is less than nine digits, please add leading zeros, e.g., for 1234567 please grid 001234567.

Grade: Provide the grade level in which the student is enrolled.

Other Information

Did Not Participate (DNP): If applicable, mark the reason the student did not participate by content area: absent, not enrolled, or other.

For a student who is absent or does not test for any other reason, the Student Answer Document must be appropriately coded with the DNP code. **Do not** use the DNP code if the student completes a portion of the test but does not finish.

Invalidation: If applicable, mark for each content area in which the student's test has been invalidated. The test coordinator is the only person that should invalidate a student's assessment.

Entering Official Responses on the Student Answer Document

While assessment administrators may write notes and mark responses on the Nevada Alternate Assessment optional Student Response Collection Sheet as the assessment is administered, this information will not be captured for scoring purposes. Student responses from the optional Student Response Collection Sheet must be transferred to the Student Answer Document. **Student responses should only be recorded on "Test Administrator" pages. Only the teacher who**

administered the assessment may transfer responses from the optional Student Response Collection Sheet to the Student Answer Document.

Each content area in the Test Booklet should match a specific content area on the Student Answer Document. All item sets for a given content area should be completed. Using a No. 2 pencil, only enter **one** response per item or the item response will be invalid. If a mistake is made, completely erase the mistakenly filled bubble then bubble the intended response.

If a specific content area is not assessed for a given grade level, that section of the Student Answer Document should be left blank. For example, grade 3 students are only assessed in Reading and Mathematics, so the Science and Writing answer sections should be left blank.

Common Errors When Completing the Student Answer Document

All items must be completed for the content area being assessed in order for the student to receive a valid score. When transferring responses from the optional Student Response Collection Sheet to the Student Answer Document, review for the following common errors:

- Multiple responses per item
- Item left blank
- Incorrect content area completed for specified grade level
- Content area left blank

Nevada Alternate Assessment

READING

Grades 3–8 and 11
Test Administrator



| Item Set 1.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 1.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 1.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 2.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 2.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 2.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 3.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 3.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 3.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 4.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 4.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 4.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 5.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 5.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 5.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 6.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 6.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 6.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| | | | |
|--------------------|---------------------|---------------------|----------------------|
| 1. (A) (B) (C) (D) | 7. (A) (B) (C) (D) | 13. (A) (B) (C) (D) | 18a. (A) (B) (C) (D) |
| 2. (A) (B) (C) (D) | 8. (A) (B) (C) (D) | 14. (A) (B) (C) (D) | 18b. (A) (B) (C) (D) |
| 3. (A) (B) (C) (D) | 9. (A) (B) (C) (D) | 15. (A) (B) (C) (D) | 18c. (A) (B) (C) (D) |
| 4. (A) (B) (C) (D) | 10. (A) (B) (C) (D) | 16. (A) (B) (C) (D) | 18d. (A) (B) (C) (D) |
| 5. (A) (B) (C) (D) | 11. (A) (B) (C) (D) | 17. (A) (B) (C) (D) | 18e. (A) (B) (C) (D) |
| 6. (A) (B) (C) (D) | 12. (A) (B) (C) (D) | | |

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3

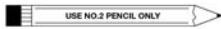
SERIAL#

Nevada Alternate Assessment

MATHEMATICS

Grades 3–8 and 11

Test Administrator



COMPLETELY FILL IN THE BUBBLE



| Item Set 1.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 1.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 1.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 2.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 2.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 2.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 3.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 3.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 3.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 4.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 4.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 4.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 5.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 5.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 5.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| Item Set 6.1 | |
|--------------|-----------------|
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 6.2 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |
| Item Set 6.3 | |
| Item 1 | (A) (B) (C) (D) |
| Item 2 | (A) (B) (C) (D) |

| | | |
|--------------------|---------------------|---------------------|
| 1. (A) (B) (C) (D) | 7. (A) (B) (C) (D) | 13. (A) (B) (C) (D) |
| 2. (A) (B) (C) (D) | 8. (A) (B) (C) (D) | 14. (A) (B) (C) (D) |
| 3. (A) (B) (C) (D) | 9. (A) (B) (C) (D) | 15. (A) (B) (C) (D) |
| 4. (A) (B) (C) (D) | 10. (A) (B) (C) (D) | 16. (A) (B) (C) (D) |
| 5. (A) (B) (C) (D) | 11. (A) (B) (C) (D) | 17. (A) (B) (C) (D) |
| 6. (A) (B) (C) (D) | 12. (A) (B) (C) (D) | 18. (A) (B) (C) (D) |



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5

SERIAL#

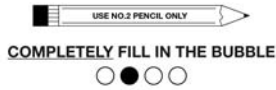


Nevada Alternate Assessment

SCIENCE

Grades 5, 8, and 11

Test Administrator



| Item Set 1.1 | | | | |
|--------------|-----|-----|-----|-----|
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 1.2 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 1.3 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |

| Item Set 2.1 | | | | |
|--------------|-----|-----|-----|-----|
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 2.2 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 2.3 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |

| Item Set 3.1 | | | | |
|--------------|-----|-----|-----|-----|
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 3.2 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 3.3 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |

WRITING

Grades 5, 8, and 11

Test Administrator

| Item Set 1.1 | | | | |
|--------------|-----|-----|-----|-----|
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 1.2 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 1.3 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |

| Item Set 2.1 | | | | |
|--------------|-----|-----|-----|-----|
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 2.2 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |
| Item Set 2.3 | | | | |
| Item 1 | (A) | (B) | (C) | (D) |
| Item 2 | (A) | (B) | (C) | (D) |
| Item 3 | (A) | (B) | (C) | (D) |
| Item 4 | (A) | (B) | (C) | (D) |



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7

SERIAL#



How to Void a Student Answer Document: Apply Do Not Score labels to void student answer documents. Each school will be provided with supply of Do Not Score labels. These labels will be applied to answer documents to indicate that an answer document should not be scored. Do Not Score labels replace the process of writing “void” and an “X” on an answer document. The testing coordinator is responsible for ensuring that only one ‘used’ answer document is submitted for each student testing. Because of this, it may be necessary to void a duplicate answer document(s) that will be returned with your other materials.

Reasons for voiding an answer document may include, but are not limited to, the following:

- a student filling out each content area on a different answer document that then must be combined onto a single answer document,
- beginning a new answer document due to incorrectly bubbling the first one, or
- defective/damaged/soiled answer documents.

All voided answer documents with Do Not Score labels applied should be returned to DRC.

Online Principal Certification Form (Materials Accountability Form)

The principal or test coordinator must complete the Online Principal Certification Form (also known as the Materials Accountability Form) indicating the quantities of secure materials being returned and return a signed copy with the materials being returned to DRC.

Each school is responsible for completing the Materials Accountability Form in eDIRECT. This form may be updated throughout the testing window, but it MUST be completed by the end of the testing window when all materials have been returned to DRC. At least two copies of the form must be printed. One copy of the completed Principal Certification Form must be retained for school files. A second copy should be included in the return shipment of test materials to DRC.

Completing the Online Principal Certification Form (Materials Accountability Form)

The Online Principal Certification Form (Materials Accountability Form) can be found in eDIRECT. All School Assessment Coordinators have access to the Materials Accountability Form. After logging in, click on Accountability Form under the Materials tab on the left menu. Then select the appropriate Administration and then District and School. Then click on the Show button.

- The "Returned to DRC" column must be completed for each listed material type. School Test Coordinators are accountable for returning all secure test booklets and answer documents to DRC. Any missing materials and/or materials that are returned late are considered a breach of test security.
- Materials received through an Additional Material Request should be included in the "Returned to DRC" columns.
- All discrepancies between the number of booklets shipped and the number of booklets returned to DRC should be documented in the "Record reasons for discrepancies here" portion of the form.
- Go to the "Summary" tab and print at least two copies.

For assistance with completing the Online Principal Certification Form, please contact DRC's Nevada Help Desk toll free at 1-866-588-4978 or via email at NVhelpdesk@datarecognitioncorp.com.

Instructions for the Return of Test Materials

Collection and Packing of Student Answer Documents and CDs, DVDs, or USB Flash Drives

It is the school test coordinator's responsibility to verify that only one Student Answer Document has been submitted for each student tested. **It is also the responsibility of the test coordinator to verify that all of the digital video files for each individual student (saved to a CD, DVD, or USB flash drive) will open and be accessible during the validation scoring** at DRC. Upon completion of reviewing the Student Answer Documents to ensure that any required demographic information was coded properly, and after reviewing each of the digital video files (saved to a CD, DVD, or USB flash drive) the school test coordinator will pack the test materials as described in this manual. Please note that some steps in the packing procedure have been updated since the 2014-2015 administration.

The Nevada Department of Education strongly recommends that the school store a copy of the digital video recording of each student in a secure location until September 30 of the current testing year.

Labeling and Preparing Secure Test Materials

Pre-Printed Student ID Labels with Barcodes

A pre-printed student ID label with a barcode is provided for each student. Place the pre-printed student ID label with the barcode on the scorable student answer documents.

*If a student ID label with a barcode was not received for a student, apply a district/school label and clearly hand grid the following information on the front cover of the student answer document:

- Student name (first, last, MI)
- Student district ID
- Date of birth
- Grade

Pre-Printed Student ID Labels without Barcodes

A sheet of pre-printed student ID labels without barcodes is provided for each student. Place student labels on all the following used test materials:

- a. Test Booklet
- b. All Student Response Booklets
- c. CD/DVD/USB flash drive Ziploc bag
- d. CD/DVD/USB Flash Drive bubble envelope
- e. Optional Student Response Collection Sheet

*If student ID labels were not received for a student, clearly handwrite the following information on the materials listed above:

- Student name (first, last, MI)
- Student district ID
- Date of birth
- Grade
- District and school codes
- School name

Labeling CD/DVD/USB Flash Drives with Permanent Marker

Use a permanent marker to label each CD/DVD with the student's name. If student video files are saved to a USB flash drive, attach a label with the student's name written in permanent marker.

Packaging All Student Answer Documents

After testing, separate the used and unused answer documents. The used answer documents should put into the DRC plastic bags in preparation for return to DRC.

Packaging CD/DVD/Flash Drives

After the CD/DVD/USB flash drives are confirmed to be in working order by the school/district test coordinator, place all CDs, DVDs, or the USB flash drives for a student in a Ziploc bag that has been labeled with a student ID label without a barcode. Seal the Ziploc bag. Once sealed, place the Ziploc bag into the large bubble envelope that has been labeled with a student ID label without a barcode. The school test coordinator should seal the bubble envelope after confirming the Ziploc bag is inside.

Note: If your district has advised you to return the answer documents and CDs/DVDs/USB flash drives to the district office, the bubble envelopes for each student containing the Ziploc bag with the CD/DVD/Flash Drive and all answer documents should be sent to the district office. **Do not seal** the bubble envelopes.

For Clark County Schools ONLY:

The bubble envelopes for each student containing the Ziploc bag with the CD/DVD/Flash Drive and all answer documents should be sent to the district office. **Do not seal** the bubble envelopes.

Packaging and Return of Scorable Materials

Some schools will return the testing materials to their District Test Director, who will ship the boxes back to Data Recognition Corporation. Other sites will ship their boxes directly back to Data Recognition Corporation. Please contact your District Test Director for the specific return instructions that apply to your site.

Used Answer Documents

1. The used answer documents should be put into the DRC plastic bags in preparation for return to DRC. The plastic bags containing the used answer documents will be placed into box(es).
2. Affix a **Blue** DRC Return Label for Used Answer Documents on the exterior of each box.
3. Seal the box(es) and affix the provided UPS shipping label. Keep the boxes in a secure location until the boxes are handed off to the UPS driver.
4. The UPS Pickup Window is March 14–June 2, 2016. Districts should return all NAA materials to DRC as soon as testing is complete within their district.
5. The Final Deadline for UPS Pickup of NAA materials is June 2, 2016.

NOTE: All materials must be returned by United Parcel Service (UPS). Please do not attempt to return materials through any other carrier.

CD/DVD/USB Flash Drive Student Videos

1. The sealed bubble envelopes containing the CD/DVD/USB Flash Drive Student Videos should be placed into box(es).
2. Affix a **Turquoise** DRC Return Label for Student Videos on the exterior of each box.
3. Seal the box(es) and affix the provided UPS shipping label. Keep the boxes in a secure location until the boxes are handed off to the UPS driver.
4. The UPS Pickup Window is March 14–June 2, 2016. Districts should return all NAA materials to DRC as soon as testing is complete within their district.
5. The Final Deadline for UPS Pickup of NAA materials is June 2, 2016.

NOTE: All materials must be returned by United Parcel Service (UPS). Please do not attempt to return materials through any other carrier.

Packaging and Return of Nonscorable Materials

Upon completion of testing, the school test coordinator will collect and log in the secure Test Booklets, Student Response Booklets, unused Answer Documents, and special request materials from each classroom test administrator. **The school test coordinator will initial each applicable line in the column titled “Packaged for Return” next to each item on the School Security Checklist to indicate that each secure material has been returned by the test administrator.** The Nonscorable Material should then be placed in the shipping boxes.

1. Place all unused test materials at the bottom of the box.
2. Place the used test materials on top of the unused test materials.
3. Place the completed Principal Certification Form in the box.
4. Affix a White “Nonscorable Materials Enclosed” return shipment label to the outside of the box.
5. Seal the box(es) and affix the provided UPS shipping label. Keep the boxes in a secure location until the boxes are handed off to the UPS driver.
6. The UPS Pickup Window is March 14–June 2, 2016. Districts should return all NAA materials to DRC as soon as testing is complete within their district.
7. The Final Deadline for UPS Pickup of NAA materials is June 2, 2016.

NOTE: All materials must be returned by United Parcel Service (UPS). Please do not attempt to return materials through any other carrier.

Other Test Materials: Unless information on the Packing Slip appears **incorrect**, all other materials, such as packing slips, do not need to be returned and can be kept for school/district records. For example, if you inventory test materials and find that some quantities in the original shipment are incorrect on the Packing Slip, make note of this in the comments field of the Online Principal Certification Form.

ALL TEST BOOKLETS, STUDENT RESPONSE BOOKLETS, OPTIONAL STUDENT RESPONSE COLLECTION SHEETS, STUDENT ANSWER DOCUMENTS (USED AND UNUSED), AND ALL OTHER SECURE TEST MATERIALS MUST BE RETURNED.

Returning Materials to the District

If you received your materials from your district, you must return all test materials to **your district office**. Package all materials as indicated above, but **do not seal** the bubble envelopes containing the CD/DVD/USB Flash Drive Ziploc bags. Contact your district test director to arrange the return of unsealed envelopes and boxes to the district office for final processing. Follow all procedures and guidelines provided to you by your district test director.

For Clark County Schools ONLY:

The bubble envelopes containing the CD/DVD/USB Flash Drive Ziploc bags should be sent to the district office. **Do not seal** the envelopes.

The boxes containing your nonscorable test material, i.e., Test Booklets, Student Response Booklets, Unused Answer Booklets, and other test materials should be kept at your school at the usual location that UPS picks up and deliver packages.

The UPS Pickup Window is March 14–June 2, 2016. Please return all NAA materials to DRC as soon as testing is complete within your district.

Returning Materials to Data Recognition Corporation

If you received your test materials directly from Data Recognition Corporation, follow instructions in your district shipment plan regarding the return of all test materials.

When your test materials are ready to be returned to Data Recognition Corporation, make sure they are at the usual location that UPS picks up and deliver packages.

When your test materials are boxed and ready to be returned to Data Recognition Corporation, affix the UPS Return Service label(s) to flap B of your school's box(es).

Then select one of the following options:

1. If you have a **regularly-scheduled UPS delivery or pickup** at your school, you may hand your box(es) to the UPS driver; or
2. If your school **does not have a daily, scheduled UPS pickup**, call **UPS at 1-866-857-1501** to arrange for materials pickup. Specify that you are using pre-paid, UPS 2nd Day return service labels.

Be prepared to provide the following information to UPS:

1. Tracking number on the UPS RS label(s)
2. Contact name and phone number
3. Pickup date
4. Pickup location (school or building address)
5. Total number of boxes you are returning

Record the UPS Tracking Number for each package. Please keep the number(s) for future reference to document the materials returned to DRC.

You must **call at least one day prior** to the day on which you will ship your materials. Requests for pickup made after 11:00 a.m. Pacific Standard Time will require the pickup to be made the second business day after the request is received.

If you have questions about online UPS pickup requests or the return of materials, please contact DRC's Nevada Service Center toll free at 1-866-588-4978 or via email at NVhelpdesk@datarecognitioncorp.com.

To expedite return to Data Recognition Corporation, all return shipments will be shipped 2nd Day Service. Materials must be picked up by UPS for return shipment no later than the dates below to insure that your students are included in the first round of reporting.

The UPS Pickup Window is March 14–June 2, 2016. Districts should return all NAA materials to DRC as soon as testing is complete within their district. **The Final Deadline for UPS Pickup of NAA materials is June 2, 2016.**

ALL TEST MATERIALS MUST BE KEPT SECURE UNTIL UPS ARRIVES.

Sample Return Service Label

| | | | |
|---|--|---|--|
| FROM: Mrs. Test Coordinator Friendly SD 123 Main Street Happy Town, NV 12345 | | 18 LBS | 1 OF 1 |
| SHIP TO: LOGISTICS (763) 268-2000 DRC 438 PA 104433903 7303 BOONE AVE NO. BROOKLYN PARK MN 55428 | | RS |  MN 559 9-65  |
| REF 1:ENV675 | | UPS 2Day Service TRACKING #: 1Z RY9 546 90 5321 XXXX  | |
| | | BILLING: P/P DESC: Test Material RETURN SERVICE | |

WIS: 18.0.34 Address PDF Gen 08/04/2015

Tracking Number
is here.

Nevada Help Desk

Data Recognition Corporation operates a live call-in service center during the NAA administration window. This service is available to all schools and districts to answer questions or concerns regarding the NAA, administration procedures, or testing materials. The service center can be reached toll free at **1-866-588-4978** from **7:30 am–4:30 pm Pacific Standard Time, Monday through Friday**. If you call during non-operational hours, please leave a message with the following information:

- Your name and title
- The name of the school you are calling from, including your five-digit state school code
- A phone number or email address where you can be reached
- Your specific question or concern

A representative from the Help Desk will contact you within one business day.

**Thank you for your cooperation in this administration
of the Nevada Alternate Assessment.**



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Nevada Alternate Assessment
Test Coordinator's Manual